



121 Alder St., SW \* Ephrata, WA 98823 \* Phone 509/754-4601 Fax 509/754-0912 \* ephrata.org

Bldg Permit Fee \_\_\_\_\_  
Plan Check Fee \_\_\_\_\_  
State Code Fee \_\_\_\_\_  
Other \_\_\_\_\_  
TOTAL \_\_\_\_\_  
Receipt# \_\_\_\_\_

PERMIT # \_\_\_\_\_  
MECHANICAL PERMIT# \_\_\_\_\_

### Sign Permit Application

Site Address: \_\_\_\_\_

Legal Description/Subdivision Name: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Existing Number of: Wall Signs: \_\_\_\_\_ Freestanding Signs: \_\_\_\_\_ Existing freestanding Sign Height \_\_\_\_\_

Number of New: Wall Signs: \_\_\_\_\_ New Freestanding Signs: \_\_\_\_\_ Height of New freestanding Signs \_\_\_\_\_

Valuation project: \$ \_\_\_\_\_

<b>Applicant (mandatory)</b>
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone(s): _____ Fax: _____
Contact Person: _____
ID No.: _____ Exp. Date _____
Email: _____

<b>Property Owner (mandatory)</b>
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone(s): _____ Fax: _____
Contact Person: _____
Email: _____

<b>Contractor</b>
Company Name: _____
ID No.: _____ Exp. Date _____
Address: _____
City: _____ State: _____ Zip: _____
Phone(s): _____ Fax: _____
Contact Person: _____
Email: _____

<b>Engineer</b>
Company Name: _____
Engineer Name: _____
ID No.: _____ Exp. Date _____
Address: _____
City: _____ State: _____ Zip: _____
Phone(s): _____ Fax: _____
Contact Person: _____

I certify that I have read this application and declare under penalty of perjury that the information contained herein is correct and complete. I agree to comply with all city and county ordinances and state laws relating to building construction and hereby authorize representatives of this City to enter upon the above mentioned property for inspection purposes. I am either the owner of the property described on this permit application, the Washington State registered contractor responsible for the work, or I represent the owner or contractor as signified above and am acting with the owner's/contractors full knowledge or consent.

\_\_\_\_\_  
Print name of permit holder/applicant

\_\_\_\_\_  
Permit holder's/applicant's signature

\_\_\_\_\_  
Date

**APPLICATION EXPIRES 180 DAYS AFTER DATE SUBMITTED**

## Sign Permit Submittal Requirements Checklist

### THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION WHEN SUBMITTING A SIGN PERMIT APPLICATION

- A. The completed original application making sure that all of the required signatures have been obtained.
- B. Submit Two (2) copies of a “sign package” for each wall sign and freestanding sign. All of the following must be included before the application will be accepted as complete.

#### The following information must be provided:

- 1. A site plan showing the location of the building or tenant space to which the sign will be attached. The site plan must show the proposed sign’s location in relation to the street as well as the length of street frontage.
- 2. Building façade or profile drawings at a scale of not less than 1” = 20’ or 1/16” = 1’, which shows the building elevation/profile on which the sign will be located. The drawing must clearly show all dimensions of the building façade, the location and dimensions of all existing and proposed signs.
- 3. A detail of all structural wall connections detailing how the sign is attached to the wall and method of illumination (if any).

- C. For all freestanding signs two (2) copies of the “freestanding sign package.” All of the following must be included before the application will be accepted as complete.

- 1. A detailed site plan including the following:
  - a. Property lines with dimensions
  - b. North arrow and recognizable scale
  - c. All public and private roads, driveways and easements
  - d. Location of building
  - e. Location of parking and drive aisle
  - f. Landscaped areas
  - g. Location of fencing
  - h. Location of proposed freestanding sign with dimensions and setbacks
  - i. If applicable, sight distance triangles for all driveway locations or corners of properties at intersections.
- 2. Details of face, copy of text and graphics, methods of illumination (if any), dimensions and square footage of each sign.
- 3. Structural details of signs (including footings) with calculations, diagrams, or other data sufficient to show proper structural stability of the installation.

Photographs of building facades will be accepted, but must include a recognizable scale.

All of the above items must be submitted at the time of application in order for the application to be accepted. An application will not be considered complete unless all required drawings and plans are created at a verifiable standard scale as listed above.

## **Sign Permit Application Instructions**

### **Application Form**

Provide all information requested on the application form and accompanying application requirements. A sign permit application is not considered to be complete unless all required drawings and plans are created at a verifiable standard scale.

The City recognizes two types of signs for this permit:

### **Wall Signs**

Any number of wall signs may be submitted per application per tenant space. Wall signs affixed as a part of an awning will require a separate building permit for the awning in addition to this wall sign application.

### **Freestanding Signs**

Structural information must be included with applications for sign permits. One sign permit application is required for each freestanding sign.

### **Submission of Additional Information for an Incomplete Application**

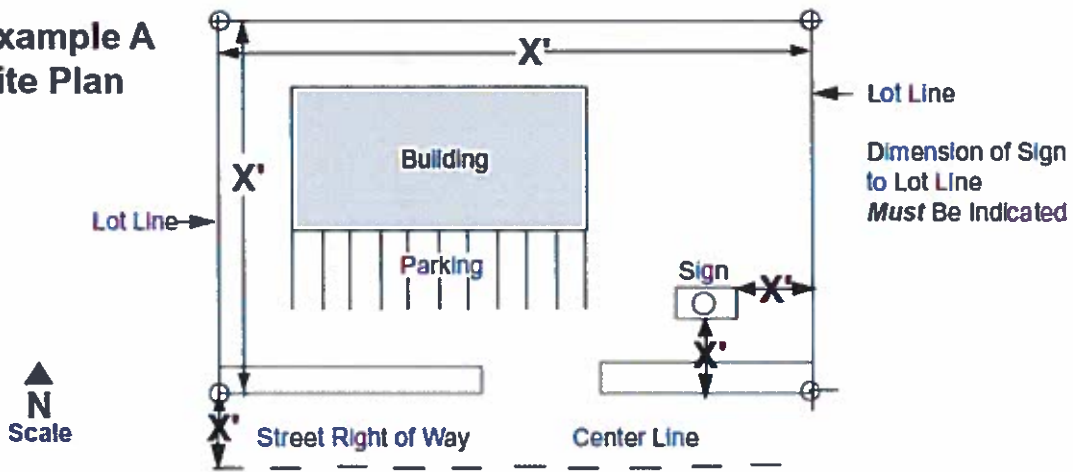
If the applicant is notified by the city that an application is not complete, the applicant must submit the necessary information to the city, in order to continue the application review process. If the applicant refuses to submit additional information the application shall lapse because of a lack of information necessary to complete the review.

### **Fees**

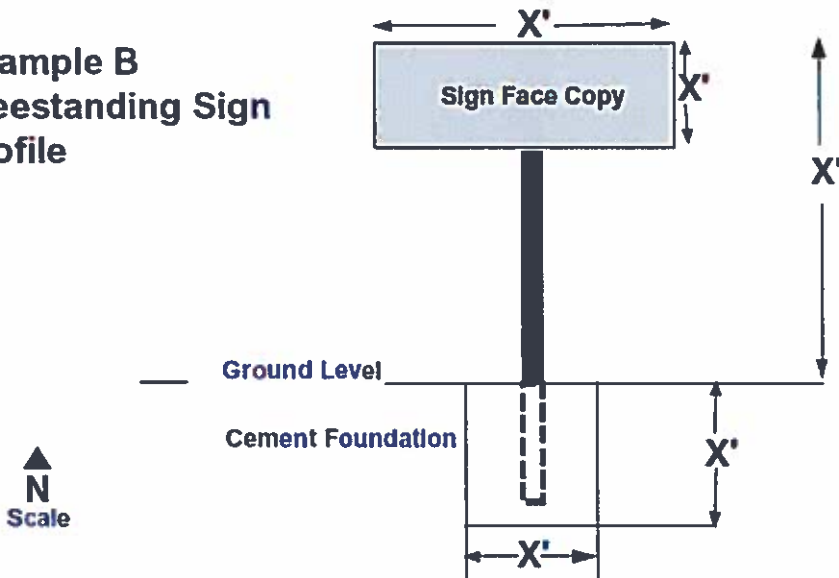
Signs may include a building plan review fee based on the valuation of the work. Checks should be made payable to the City of Ephrata

**These instructions provide general information only and do not reflect the complete text of the permit process review. See City of Ephrata Municipal Code for complete text and requirements.**

### Example A Site Plan



### Example B Freestanding Sign Profile



### Example C Wall Sign

